

# Water Quality Planning Library

## Mission and Collection Development Policy

### I. History

The Water Quality Planning Library was formed to support the mission and operations of the Montana Department of Environmental Quality Planning, Prevention and Assistance Division, Water Quality Planning Bureau (WQPB). Early collections emphasized site specific water quality reports and data, while later shifts in the collection are emphasizing not only narrow site specific data but also a broader scope of water quality issues.

### II. Holdings

The total number of volumes in the collection numbers over 5,500. The holdings consist of a monograph collection, a journal collection of back runs of ecological and environmental related material, a collection of unique material relating to Montana, a small collection of special format material including videos, slides, photographs, maps, CD-ROMS, and a collection of educational materials.

### III. Mission

The mission of the DEQ Water Quality Planning Bureau Library is to provide information resources, data management, quality assurance, and quality control services for the Bureau's programs as they work to monitor, assess & report on water quality in the State and develop water quality standards, restoration plans, and strategies for State waters.

This mission is accomplished by providing the reference materials needed to assist the Bureau in supporting the review, update, and development of State water quality standards, conducting surveys of pollution causes and sources, developing pollution allocations, and in preparing periodic assessment reports, including the biennial statewide water quality report and the impaired waters list (Integrated report) required by sections 305(b) and 303(d) of the federal Clean Water Act.

#### **The Library will fulfill its mission by:**

- Selecting and acquiring resources in a variety of formats of sufficient quality, size and diversity to support the varied objectives of the program.
- Providing access to resources located both in the library and from locations outside the library.
- Evaluating and monitoring Library services, resources, and facilities to ensure that they respond to the changing needs and demands of its users.
- Cooperating and sharing resources with other libraries, both regionally and nationally.

## **IV. Library Vision**

It is the Library's intention to:

- Provide organized access to information on water quality related issues to a community of users, which may include DEQ employees, contractors, stakeholder groups, public officials, private citizens, and other environmental organizations.
- Be the primary physical and virtual resource for these information needs.
- Make available state-of-the-art information technologies that enable users to both conduct literature research and create work products.
- Have collections and services that can be considered excellent for libraries serving like institutions.
- Take a role in the developing and integrating innovative library technologies that enhance the library user's abilities to efficiently and effectively meet their objectives.

## **V. Library Goals**

To become a primary and integral resource, where DEQ and other state employees, contractors, and the general public can access resources related to all aspects of water quality in the State of Montana.

By providing:

- A library database fully integrated with the Program's Water Quality Assessment, Reporting and Documentation (WARD) relational database management system with public access via NRIS.
- Diverse and timely acquisitions (books, periodicals and videos).
- A "Request for Information (RFI)" service via the Internet / Intranet.
- An in-depth link on the Bureau web page offering the RFI and quarterly library newsletter.
- Dissemination of water quality information to an audience broader than just those people who seek our services.

## **IV. Collection Development Policy**

### **A. Purpose of Policy**

The collection development policy is intended to provide statements reflecting long-term, current, and anticipated future needs of the DEQ Water Quality Planning Bureau. It is intended to guide selectors in choosing materials for the collection, to

assist the librarian in planning and reviewing development of the collection, to inform WQPB employees and library users of the nature of the collection and the direction of its development.

The research interests of the WQPB are unlikely to change, however the mission of the library is subject to change, a condition which must be reflected in the collection development policy. The policy is not intended to be an unchanging law, but a dynamic working guide designed to adapt to the changing needs of its patrons.

## **B. Selection Criteria**

The Library collects material relating to the water quality and water resources of Montana.

### **1. Subject Areas**

WQPB currently supports research in the following areas:

- Water Quality Monitoring Methods and Procedures
- Water Quality Standard Development
- Total Maximum Daily Load (TMDL) Development
- Non-point Source Pollution Management

The Library's selection criteria for materials should reflect current research interests.

### **2. Geographical**

Emphasis is on Montana, but some attention is also paid to other geographic regions, particularly for comparative purposes.

### **3. Chronological**

Emphasis is on current literature. Older material relating to Montana water resources is both maintained, and when possible, acquired.

### **4. Language**

The primary language for selection is English.

### **5. Formats**

The Library collects materials in a variety of formats, but primarily relies upon traditional printed monographs, books, and journals. However limited numbers of audiovisual materials, including maps, slides, photographs, videos, CD-ROMs are also kept, mainly in support of the printed documents.

### **6. Other considerations**

In addition to the elements discussed above, other criteria must be considered in selecting material for the Library, including:

- scope of the item

- authority of the author
- comparison with other material in the collection
- format of the item
- date of the material
- timeliness or permanence of the item
- price
- availability of the material elsewhere
- anticipated demand for the item

## **C. Acquisition Criteria**

### **1. Purchase of books**

Distinct emphasis is placed on research reports and data. Materials related to water quality, particularly in Montana, are actively sought. It is the librarian's responsibility to select additions and deletions from the collection, both through scanning catalogs, bibliographies and receiving suggestions from DEQ employees and stakeholders. Suggestions for purchases are strongly encouraged.

### **2. Journals**

Journals are acquired through subscription, donation, and exchange agreement. Emphasis is placed on printed, peer-review scientific journals. Some popular scientific journals are also collected. Electronic access to journals available through the Montana State Library is available and, therefore, not sought.

### **3. Reprints**

Historically, reprint collections were the mainstay of the WQPB library. However, due to the availability of the materials via interlibrary loan and through electronic access, reprint collections are not retained unless they represent material unavailable in any other form or are of historical significance to WQPB.

### **4. Maps**

A small map collection relating to Montana is maintained.

### **5. Newspapers**

Newspapers are not retained unless of historical significance. Then they are transferred to the clippings collection.

### **6. Clippings Collection**

Newspaper clippings relating to WQPB research or history are not actively collected by the Library but may be retained as part of the Archives. They should be photocopied on 8 1/2" x 11" acid-free paper and collected until enough are ready to be bound.

## 7. Gifts and Donations

The Library accepts gifts with the understanding that they will not necessarily be added to the Library's collection. Gifts will be evaluated using the same criteria as applied to the purchase of new materials. Once a gift is accepted, it is clearly understood that it becomes the property of the Library, to be used or disposed of in accordance with Library policy. Materials will not be accepted on "indefinite loan." All gifts should be acknowledged with a letter by the librarian.

## 8. Montana Collection

Publications relating to the water resource history of Montana should always be acquired for placement in the library. Work resulting from research conducted at WQPB should always be collected as part of the collection. Unpublished research should also be collected, as well as government statistics, reports, and newsletters.

## 9. Newsletters and annual reports

A small collection of newsletters, received from both stakeholders and because of organization membership or affiliation, and annual reports of stakeholders are retained for no longer than five years, unless deemed of long-term use to the collection, at which time they are accessioned as part of the journal collection.

## D. Other considerations

### 1. Funding

The library is funded on a limited, as needed, basis out of the Data Management Section Budget. There is no actual line item for acquisitions as most acquisitions are acquired through state and federal agencies at no charge and/or are produced either "in-house" or by contract.

### 2. Weeding

Weeding is the systematic evaluation of the Library's collection for the purpose of withdrawing materials that are no longer useful from the collection. Generally, the same criteria apply to weeding as are used in the selection of new materials. Materials may be withdrawn if they are superseded editions, duplicate copies of seldom-used titles, or are no longer within the scope of the collection.

### 3. Cooperative agreements

The Library participates in several informal cooperative agreements for the exchange of resources. Most requests for materials are funneled through Montana Library Network (MLN). The largest supplier of documents for the library via this exchange agreement is the Montana State Library. If they cannot supply, a general Interlibrary Loan (ILL) request should either be placed with the Online Computer Library Center (OCLC) or through the MLN. Any charges incurred for ILLs shall be paid by the requester.

#### 4. Contributions and Special Publications

It is the scientist's responsibility to request contribution numbers and to supply the Library with reprints of their publications resulting from research for WQPB. It is the librarian's responsibility to make sure the contributions are bound and available for use. Preparation for publication is the responsibility of the author. It is also the author's responsibility to have the book printed and/or reprinted and to supply the library with copies.

#### 5. Circulation policy

Books may be checked out for two weeks. At the end of period, outstanding books should be recalled.

#### 6. Lost or missing books

Patrons are responsible for the safe return of library materials. Any item that is damaged or lost while checked out is the responsibility of the individual who checked out that item. They will be responsible for the cost of repair or replacement of that item.

#### 7. Complaints & Censorship

Due to the nature of the WQPB Library a formal complaint / censorship policy is not deemed necessary. The library will, however, adhere to the American Library Association's (ALA) Library Bill of Rights.

### **V. Policy Implementation, Evaluation, and Revision**

This policy is not intended to be an unchanging law, but a dynamic working guide designed to adapt to the changing needs of its patrons, for this reason it will be reviewed, revised and re-approved every three years beginning in 2009, or as needed.

Pamela Arroues  
Librarian, WQPB

March 31, 2006  
Date

Michael Pipp  
Data Management Program Manager, WQPB

March 31, 2006  
Date